

# UNITED STATES DISTRICT COURT

Southern District Of California

San Diego, California

Phone: (619) 557-6152 Fax: (619) 702-9911

[www.casd.uscourts.gov](http://www.casd.uscourts.gov)

## Case Administrator

Vacancy Announcement #10-10

<b>CLOSING DATE:</b>	<b>April 23, 2010, or until filled</b>
<b>SALARY RANGE:</b>	<b>CL-25 - \$41,275-\$51,617</b>
<b>LOCATION:</b>	<b>San Diego, California</b>

### INTRODUCTION:

The United States District Court for the Southern District of California is accepting applications for the position of Case Administrator. As part of the Operations section, the Case Administrator maintains the official case record on the docket from case opening to final disposition.

### REPRESENTATIVE DUTIES:

The Case Administrator is responsible for making summary entries of documents and proceedings on the computerized docket. Receives and reviews incoming documents to determine conformity with appropriate rules, practices and/or court requirements. Reviews documents for accuracy and notifies any interested parties of discrepancies. The incumbent will assist in case management by ensuring that all automated entries are properly docketed and appropriately linked. This position will open and close cases upon receipt of appropriate documents and enter statistical data for transmittal to the Administrative Office. This position will also enter speedy trial data and related information in the database to ensure that entries are in compliance with the requirements of the Speedy Trial Act; will be required to prepare and transmit notices and judgments to appropriate parties; and will perform quality assurance tasks to ensure the integrity of the court docket. Other duties will include, answering the Clerk's Office public telephone line and providing quality service to our customers. Other duties as assigned.

### QUALIFICATIONS:

A minimum of two years of specialized experience, including at least one year equivalent to work at the CL-24 level, is required. Specialized experience is defined as progressively responsible clerical experience requiring the regular and recurring application of clerical procedures related to the processing of legal documents, involving the routine use of keyboard skills and use of specialized terminology, and demonstrating the ability to apply a body of rules, regulations, directives, or laws, such as might be found in a law office, banking firm, insurance company, real estate office, or in a court in the judicial system. Prior experience in a legal environment and a four-year degree is preferred.

### SKILLS:

The Case Administrator must have strong verbal and written communication skills. The incumbent should be computer literate, and be able to type 40 words per minute.

### REQUIRED CLEARANCES:

Successful applicants will be required to submit to a background clearance which includes fingerprinting.

### INCENTIVES/BENEFITS:

Benefits include 13-26 days of annual leave, 12 paid holidays per year, immediate matching Thrift Savings Plan, pre-tax programs (health, dependent care and transportation), and insurance plans (i.e., health, life, disability, and long-term care), car-pooling options and a transportation subsidy.

**APPLICATION PROCESS:**

Qualified candidates must submit a cover letter with resume that includes their name, address, telephone number, country of citizenship, education, and work and salary histories. Please also provide a minimum of three references with contact information. All application materials should be sent to:

W. Samuel Hamrick, Jr.  
Clerk of Court  
Attn: HR #10-10  
880 Front Street, Suite 4290  
San Diego, CA 92101

or e-mailed to:

casd\_hr@casd.uscourts.gov (PDF format preferred)

**Preference will be given to applicants who submit application materials  
before 4:30pm, April 23, 2010**

## **DISCLOSURES**

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

Only qualified applicants will be considered for this position. Employees of the U.S. District Court serve under “Excepted Appointments” and are considered “at will” employees. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

**Participation in the interview process will be at the applicant’s own expense and relocation expenses will not be provided.**

The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. Direct Deposit).

In cases where the applicant is a non-citizen of the United States, eligibility for employment will be dependent on whether the applicant is exempt from legal restrictions on the use of appropriated funds to pay citizens of certain countries. The Court is prohibited from using appropriated funds to pay federal employees whose post of duty is in the continental United States unless they are United States Citizens or meet one of limited exceptions to this prohibition. This includes being a citizen of a country that is “allied with the United States in a current defense effort” and, under limited conditions, citizens of certain other countries. See 5 U.S.C. § 3101. Therefore, the eligibility of any non-citizen will be verified prior to an interview.

Pursuant to the Immigration and Reform Act of 1986, selection is contingent upon providing proof of being legally eligible to work in and for the United States. Examples of acceptable documentation include a U.S. Passport, original or a certified birth certificate issued by a state, country or municipal authority; a certificate of U.S. Citizenship, Alien Registration Card; and an authorized photo identification such as a state drivers’ license, school identification card, or U. S. Military identification card.

If selected for first time appointment to a position, you may be required to complete an initial performance probationary period. Failure to successfully complete the probationary period may result in termination of employment.

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER**